

**16.05.04 – GRANT FUNDING FOR THE IDAHO COUNCIL ON DOMESTIC  
VIOLENCE  
AND VICTIM ASSISTANCE**

**000. LEGAL AUTHORITY.**

Under [I.C. § 39-5209](#), the Idaho Council on Domestic Violence and Victim Assistance (Council) is authorized to promulgate, adopt, and amend rules to implement the provisions of the Domestic Violence Project Grants Act, as contained in Title 39, Chapter 52, Idaho Code

**001. SCOPE.**

These rules define the application process, eligibility determination, and other requirements for the grants administered by the Council.

**002. -- 009. (RESERVED)**

**010. DEFINITIONS.**

For the purpose of these rules, the following definitions apply:

**01. Council.** The Idaho Council on Domestic Violence and Victim Assistance (ICDVVA).

**02. Domestic Violence.** Crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Idaho, or a family or household member. This definition also includes criminal or non-criminal acts constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts. This definition applies to individuals and relationships as set forth in [45 CFR 1370.2](#).

**03. Program Guidelines.** Council grant programs are administered in accordance with applicable federal and state statutes, these rules, grant management manuals and resources available on the Council's website, standards and policies adopted by the Council, and grant agreements entered into between programs and the Council. Collectively, these are referred to as "program guidelines" throughout these rules and each may be enforced by the Council.

**04. Victim.** A person who suffers direct or threatened physical, sexual, emotional, psychological, or financial harm either:

- a. As a result of an act by someone else and the act causing harm is a crime under state or federal law, or

- b. As a result of an act by someone with whom they share a relationship as defined in [I.C. § 39-6303\(1\), \(2\), \(3\) and \(6\)](#).

**Regions.** The (7) public health districts as defined in [I.C. § 39-408](#).

**011. -- 014. (RESERVED)**

**015. GENERAL GRANT PROGRAM REQUIREMENTS.**

**01. Application Procedure.** All applicants must meet eligibility requirements specified in program guidelines for their applications to be considered. Eligible applicants must submit a completed application to the Council and meet the requirements specified in program guidelines prior to the application deadline.

**02. Review and Selection of Applications.**

All eligible grant applications will be reviewed, scored, and selected by the Council, in accordance with selection criteria specified in program guidelines. All applicants will be notified of their application status in a reasonable timeframe after the application deadline. The Council may conduct on-site and remote evaluations and follow-up evaluations as specified in the program guidelines.

**03. Written Agreements.** All applicants selected for funding must enter into a written grant or subgrant agreement setting forth the terms of their grant with the Council. Procedures for payment will be set forth in the agreement. Non-compliance with agreement provisions shall be grounds for non-payment or termination of the grant.

**04. Reporting and Recordkeeping Requirements.** As specified in program guidelines and subgrant agreements, the grantee must keep records for a minimum of three (3) years and provide regular progress reports to the Council or to federal grantors as the Council directs to demonstrate progress toward planned outcomes.

**05. Termination of Funding.** The grantee may only use the grant funds in accordance with program guidelines. If at any time the Council becomes aware of a grantee's noncompliance with program guidelines, illegal use of grant funds or fraud, or criminal activity, the Council may terminate the agreement. The Council may require an audit of grant funds. The Council may further terminate a grant if the project loses viability or is unlikely to meet the intent of the original application.

**016. GRANT AWARDS .** The Council is authorized to grant or subgrant available state and federal grant money to eligible victims' services programs within the state of Idaho.

**01. Current Available Grants.** The current available grants are:

- a. State domestic violence project grants;
- b. Federal Family Violence and Services Act (FVPSA) grants;

- c. Federal Victims of Crime Act (VOCA) Victim Assistance grants; and
- d. State offender intervention program grants.

**02. Other Grants.** The Council may administer other state or federal grants in accordance with state policy.

## **017. ELIGIBILITY.**

**01. State Domestic Violence Project Grants.** To be eligible for a state domestic violence grant, a program must comply with the applicable requirements of [I.C. § 39-5210 and §39-5211](#), these rules, and any additional requirements in the grant application announcement from the Council.

**02. Federal FVPSA Grant.** To be eligible for a federal family violence grant, a program must comply with all the applicable sections of the Family Violence and Services Act (FVPSA), other federal rules and regulations, and any additional requirements in the grant application announcement from the Council.

**03. Federal VOCA Grant.** To be eligible for a federal victim assistance grant, a program must comply with all the applicable sections of the Victims of Crime Act (VOCA), any other federal rules and regulations that apply, these rules and any additional requirements listed in the grant application announcement from the Council.

**04. Tribes.** All federally acknowledged tribes in the state of Idaho are eligible for Council funding.

## **018. TIME FRAMES.**

### **01. Grant Applications for Annual Grants from the Council.**

a. When each funding opportunity becomes available, the Council will publish a “Grant Application Announcement” (GAA) on the Council website at [icdv.idaho.gov](http://icdv.idaho.gov). The GAA will specify the deadline for submission of proposals. In no event will the deadline be less than sixty (60) days from the date of the publication of the GAA.

b. The Council shall comply with all other applicable state or federal laws requiring the publication of GAA notice.

c. A copy of each GAA will also be sent to current grantees and to persons and organizations who have requested timely notification. Anyone requesting advance notification of the solicitation of grant proposals should email their request to [info@icdv.idaho.gov](mailto:info@icdv.idaho.gov) with “Grant Application Notice Request” written in the subject line.

d. Applications for annual grants must be postmarked, hand-delivered, e-mailed, or electronically delivered as specified in the Council application RFP, no later than the date designated in the GAA.

**02. Proposals or Supplemental Grants.** Applications for supplemental grants may be submitted for consideration at any time during the effective period of a grant.

**019. DISPOSITION OF APPLICATIONS.** The Council will grant or deny funding as specified below, and all applicants will be notified in writing as to the disposition of their application.

**01. Applications.** The Council will grant or deny funding for applications within ninety (90) days of the application deadline.

**02. Supplemental Applications.** Allocation of supplemental funding is made at the discretion of the Council based upon the availability of funds and need as determined by evaluating best available data.

**03. Late Applications.** If funds remain after the Council's consideration of all timely initial and renewal application, an application for funding received after the deadline specified in any GAA may be acted upon at a regularly scheduled meeting of the Council.

**020. EVALUATION OF APPLICATIONS.** Applications from each region *shall* be evaluated according to the following criteria:

**01. Threshold Factors.** Before an application is evaluated and scored, an affirmative determination must be made that:

a. The application is complete and the program is eligible for the grant. The applicant meets eligibility requirements as specified in Section 017 of these rules; and

b. The Council is not obliged to accept or approve any proposal received or consider ineligible projects.

**02. Scoring of Applications.**

a. **Use of Rubric.** When the request for application proposals is released, the Council shall specify the criteria to be used in evaluating the applications and the scoring rubric to be used. When the Council announces its funding decision for a project, the Council shall include the project's scoring sheet with the announcement.

b. **Scoring of Rubric.** There shall be two (2) Council members and two (2) Council staff who will be responsible for evaluating and scoring each eligible application using the scoring rubric released with the application. Council members may not score applications within the region that they represent.

**03. Evaluation Criteria.** The specific criteria used by the Council may vary with each funding opportunity and shall be based upon best available data regarding statewide and regional needs and federal program requirements. However, the criteria will generally also include consideration of the following:

- a. Compliance with federal and state grant requirements;
- b. Assessment of existing victim services in the community and demonstrated need for current and proposed services;
- c. Adequate training of employees and volunteers in trauma-informed care and the implementation of such care;
- d. Plans for expansion where service gaps exist, especially among underserved populations;
- e. Resourcefulness and efficiency of program;
- f. Stability of program and succession planning to ensure continuity of service delivery;
- g. Appropriate and responsible fiscal management of program; and
- h. Collaboration between and among programs.

## **021. PROJECT EVALUATIONS**

**01. Initial Evaluation.** Prior to the awarding of an initial grant, the Council is authorized to conduct an on-site evaluation of the program to ensure that the program is in substantial compliance with these rules and to determine the capability of the program to provide the services for which funding is requested. The program must provide for review of any and all client records, program records, financial statements, and other documents needed by the Council to make its determination, including any information that may have changed since the time the application was submitted.

**02. Federally Required Monitoring.** The Council will comply with all federal monitoring requirements, including the requirement to regularly monitor projects. The Council will evaluate projects at least every two years. These evaluations can be conducted on-site or remotely.

**03. Follow-Up Evaluations.** In addition to any initial on-site evaluation, the Council is authorized, upon reasonable notice to the program, to conduct such on-site evaluations of the program:

- a. To determine continued compliance with these rules and other applicable requirements; or
- b. To determine the continued capability of the program to provide the services for which funding has been granted.

## **22-031. (RESERVED)**

## **032. DENIAL, SUSPENSION, OR TERMINATION OF GRANT.**

**01. Compliance Issues.** A grant may be suspended pending investigation to determine compliance with these rules. An application for a grant may be denied or a grant terminated if the program is not in compliance with these rules.

**02. Misconduct.** In cases of criminal conduct within a funded program, the Council may suspend or terminate funding until the matter is resolved and the program is in compliance with grant requirements again.

**03. Disincorporation.** In the event a legal entity which is the recipient of a grant disincorporates, the Council must be informed in writing within twenty (20) days and the grant terminated. Grant funds for all but the portion of the fiscal year during which services required under the grant were performed must be recovered by the Council. Reallocation of remaining grant funds may be made by the Council.

**04. Internal Take-Over.** If the governing board of one (1) of an agency's programs takes over the agency, with the program's board actually becoming the new board of the agency, the Council must be notified in writing within twenty (20) days. The grant may continue in effect without interruption.

### **033-34. (Reserved)**

## **035. RECORD KEEPING REQUIREMENTS.**

Each program receiving a grant(s) from the Department must maintain accurate, current and complete client, administrative and fiscal records, including accurate records of the receipt, obligation and disbursement of funds. Records must be accessible to authorized state officials during normal operating hours for purposes of inspection and/ or audit, with or without prior notification, pursuant to [I.C. § 39-108](#). The fiscal and program record requirements required for each grant are in the agreement.

### **036. -- 099. (RESERVED)**

## **SUBCHAPTER A - STATE DOMESTIC VIOLENCE GRANTS. (Rules 100-199)**

### **100. STATE DOMESTIC VIOLENCE PROJECT GRANTS.**

**01. Overview.** Money granted to a program under the State Domestic Violence Project Grants, [I.C. § 39-5201 through § 39-5213](#), and any applicable policies, rules and regulations.

**02.** The Council shall annually award grants totaling no less than 51% of the funds collected pursuant to [I.C. § 39-5212](#) during the last completed state fiscal year.

**A. Distribution.** On an annual basis, following determination by the Council of the total funds available for domestic violence grants, the Council shall establish and announce the amount of

funding available to eligible projects throughout the State. Grants shall be awarded consistent with the requirements of [I.C. § 39-5212](#).

**a.** Any domestic violence grant funds not obligated or expended during any grant period may be awarded by the Council at its discretion.

**b.** At its discretion, the Council may solicit proposals for specific types of programs or services to obtain proposals to fill identified domestic violence shelter needs in any region.

**101. -- 199. (RESERVED)**

**SUBCHAPTER B - VICTIM ASSISTANCE GRANTS.**

**(Rules 200-299)**

**200. VOCA VICTIM ASSISTANCE GRANTS.**

**01. Overview.** Money granted to a program under [Victims of Crime Act of 1984, P.L. 98-473, Title II, Chapter XIV, 42 U.S.C. 10601, et seq.](#) and any applicable rules and regulations.

**02. Distribution.** On an annual basis, following the Council's receipt of a grant award letter from the U.S. Justice Department announcing the amount available for Idaho's victim assistance grant pursuant to the Victims of Crime Act (VOCA), the Council shall establish the amount of funding that shall be subgranted to qualifying projects. Determination of the actual percentage and amount of funds to be subgranted for the priority and any other categories, and/or for each region and for statewide projects will be based on best available data to the Council.

**a. Allocations for Priority and Other Categories.** The Council shall allocate the federal crime victim assistance funds granted to Idaho to programs by complying with applicable regulations.

**b. Allocations for Service Areas.**

**i.** The Council shall subgrant at least 5% of the available amount to eligible programs in each region of the state and 5% to programs offering statewide services, in a way that prioritizes ensuring direct services to meet the needs of victims are available where needed. The Council shall have discretion to allocate the remaining funds (60%) throughout the state where needed. In all decisions regarding fund allocation, the Council shall consider best available data, including the type of services offered by each applicant and the types of services available or lacking in each region and endeavor to fund programs in each region that will ensure that services to meet identified needs of victims are available.

**ii.** At its discretion, the Council may solicit proposals for specific types of programs or services to obtain proposals to fill identified victim service gaps in any region.

- c. **Unexpended Funds.** Any victim assistance grant funds not obligated or expended during any grant period shall be apportioned by the Council at its discretion, within the established federal limits governing use of the funds. In the event that a program is unable to use all of its grant or subgrant within the time limits of the agreement, the Council has discretion to work with the program to reallocate funds to other programs.

**201. – 299. (RESERVED)**

**SUBCHAPTER C - FAMILY VIOLENCE GRANTS.  
(Rules 300-399)**

**300. FVPSA FAMILY VIOLENCE GRANTS.**

**01. Overview.** Money awarded to a program under the [Family Violence Prevention and Services Act \(FVPSA\) Grant, Title III of the Child Abuse Amendments of 1984 P.L. 98-457, 42 U.S.C. 10401, et seq.](#) and any applicable rules and regulations.

**03. Distribution.** If all seven (7) regions have qualified and eligible applicants, then ten percent (10%) of the Family Violence Prevention and Services Act (FVPSA) Grant shall be awarded to each region. The Council shall have discretion to disperse the remaining funds throughout the State based on need and demand for services, as determined by considering best available data, and consistent with FVPSA guidelines. If any regions do not have eligible applicants with acceptable applications, the Council shall use discretion in allocating that region's ten percent (10%) to other programs as described above.

a. At its discretion, the Council may solicit proposals for specific types of programs or services to obtain proposals to fill identified victim service gaps in any region.

**301. -- 999. (RESERVED)**

**SUBCHAPTER D - ADDITIONAL FUNDS  
(Rules 400-499)**

**400. ADDITIONAL FUNDS.**

**01. Overview.** Funds awarded or made available to the Council through additional or supplemental grants, appropriations, or other means that are not specifically mentioned in this chapter.

**02. Distribution.** The Council shall have discretion in distributing funds from additional funding sources to eligible projects throughout the state. When determining the funding amounts to allocate to projects, the Council shall consider best available data, including award requirements, the type of services offered by each applicant and the types of services available or lacking in each region, and shall endeavor to fund programs throughout the state that will ensure that services to meet needs of victims are available. The Council shall have discretion to allocate funding to eligible programs with statewide applicability.



- a. At its discretion, the council may solicit proposals for specific types of programs or services to obtain proposals to fill identified victim service gaps in any region.

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